



THE SERGEANT MAJOR



- IS A MEMBER OF THE COMMAND SECTION
- DIRECTLY RESPONSIBLE TO THE COMMANDER
- HIS DUTIES ARE THOSE SPECIFICALLY ASSIGNED BY THE COMMANDER
 - GENERALLY MATTERS PERTAINING TO DISCIPLINE, WELFARE, MORALE, AND LEADERSHIP OF ENLISTED PERSONNEL OF THE COMMAND



DUTIES OF THE SERGEANT MAJOR

- ACTS AS THE **PRINCIPLE ENLISTED ASSISTANT** TO THE COMMANDER.
- THE **REPRESENTATIVE** OF THE ENLISTED MARINES.
- KEEPS **APPRAISED** OF ALL POLICIES OF THE COMMANDER AND **DISSEMINATES** INFORMATION TO THE UNITS ENLISTED PERSONNEL REGARDING SUCH POLICIES.
- **REPORTS** TO THE COMMANDER ON THE STATUS OF MATTERS PERTAINING TO THE EFFICIENT OPERATIONS OF THE COMMAND.
- **COUNSELS** SUBORDINATE UNIT NCO'S AS REQUIRED TO IMPROVE THE GENERAL EFFECTIVENESS OF THE COMMAND.



DUTIES OF THE SERGEANT MAJOR



- **INTERVIEWS AND COUNSELS** ENLISTED PERSONNEL ON ANY PERTINENT PROFESSIONAL AND PERSONAL MATTERS WHICH MAY AFFECT THE EFFICIENCY OF THE COMMAND.
- **ASSISTS** THE COMMANDER IN THE CONDUCT OF OFFICE HOURS, AND REQUEST MAST.
- **PARTICIPATES** IN CEREMONIES, BRIEFINGS, CONFERENCES, AND OTHER FUNCTIONS AS DESIGNATED BY THE COMMANDER.
- ASSISTS IN THE **SUPERVISION** OF CLERICAL AND ADMINISTRATIVE MATTERS



DUTIES OF THE SERGEANT MAJOR

- ASSISTS IN **TRAINING FUNCTIONS** AND THE EMPLOYMENT OF THE COMMAND IN GARRISON AND IN THE FIELD.
- ASSISTS IN THE **LOGISTIC FUNCTIONS** SUCH AS BILLETING, TRANSPORTATION, AND MESSING.
- ASSISTS IN **INSPECTIONS** AND **INVESTIGATIONS**.
- ASSISTS IN THE **SUPERVISION OF PERSONNEL** MANAGEMENT AND DAILY ROUTINE OF ENLISTED MARINES.
- ASSUMES **OTHER DUTIES** DESIGNATED BY THE COMMANDER.

WHAT I THINK YOU MAY WANT ME TO DO

- BE A HONEST/FAITHFUL ADVISOR
- VISIT MARINES/SAILORS AND GET A FEEL OF WHAT IS GOING ON
- MONITOR THE BLOTTER AND LOOK FOR TRENDS
- COMMUNICATE YOUR WISHES THROUGH THE SGTMAJ CHAIN
- TEACH/CONDUCT PME'S WITH THE SGTSMAJ/1STSGTS
- BE ALERT TO POTENTIAL PROBLEMS AND KEEP YOU INFORMED OF THESE ISSUES
- BE A POSITIVE LEADERSHIP EXAMPLE TO THE MARINES AND SAILORS

WHAT I FEEL IS IMPORTANT

- BE A HONEST AND FAITHFUL ADVISOR
- BE LOYAL
- SET THE EXAMPLE
- BE A TEACHER TO THE SgtsMaj/1stSgts
- BE AVAILABLE FOR SUBORDINATE UNIT PME'S, MESS NIGHT AND LEADERSHIP TALKS
- VISIT AND TALK WITH MARINES AND SAILORS
- BE VISIBLE



MY EXPECTATIONS

- OPEN LINE OF COMMUNICATIONS (I UNDERSTAND AND VALUE YOUR TIME. I WILL DO EVERYTHING POSSIBLE SO I DO NOT WASTE IT.)
- BE A PART OF THE TEAM
- RUDDER STEER. I DO NOT READ MINDS. I CANNOT MAKE A CORRECTION, ADJUST, OR BECOME A VALUABLE PLAYER OF



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GOALS OF THE III MEF SgtMaj

- MAINTAIN A CLIMATE OF TEAMWORK AMONG THE MSC/MSE SERGEANTS MAJOR AND ILLUMINATE AND OR HOLD ACCOUNTABLE THOSE WHO CANNOT OR WILL NOT PERFORM OR COOPERATE
- ENCOURAGE OPEN AND FRANK DISCUSSIONS ON ISSUES
- THE CONTINUATION OF PROFESSIONAL MILITARY EDUCATION THROUGH ACADEMY AND MEF BRIEFS
- ENCOURAGE AND MAINTAIN CONTACT WITH THE SNCO ACADEMY
- MAINTAIN/ADD NEW INFORMATION TO THE III MEF PROFESSIONAL INFORMATION WEB SITE
- OVERSEE DRILL AND CEREMONIES AND KEEP THEM IN THE BOX

GOALS OF THE III MEF SgtMaj

- PURSUE THEATER COOPERATION WITH THE SENIOR ENLISTED OF COUNTRIES WITHIN OUR AREA OF RESPONSIBILITY
- CONTINUE AND MAINTAIN RELATIONS WITH THE SENIOR ENLISTED OF OUR SISTER SERVICES ON OKINAWA AND AREAS OF RESPONSIBILITY
- BE VISIBLE
- CONDUCT JRC BRIEFS
- CONTINUE TO MONITOR AND OVERSEE THE MEF WALK ABOUT PROGRAM
- A MONTHLY MSC GET TOGETHER TO TALK ISSUES AND DISCUSS UPCOMING EVENTS
- WORKING WITH THE MSC SERGEANTS MAJOR MONITOR THE ASSIGNMENT OF SERGEANTS MAJOR WITHIN THE MEF



MY THOUGHTS

- “I AM FOR WHAT’S BEST FOR THE MAJORITY VICE WHAT’S GOOD FOR THE ONE”
- “YOU ARE EITHER PART OF THE PROBLEM OR PART OF THE SOLUTION. THERE IS NO MIDDLE GROUND.”

QUESTIONS OR COMMENTS?